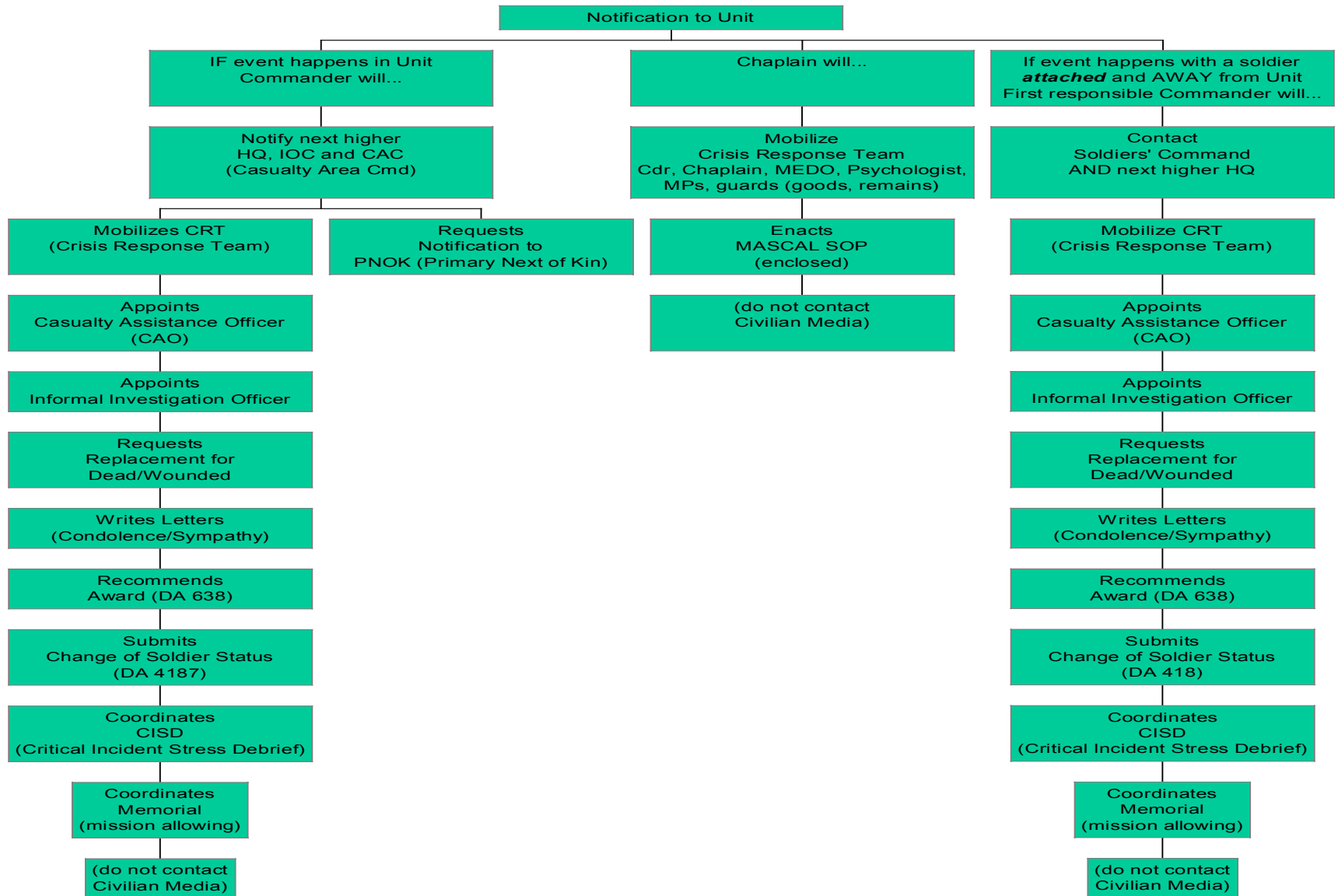


# Very Seriously Ill (VSI) or Death of Soldier (attached or assigned)

-3<sup>rd</sup> Bde UMT  
CH Schaefer

**VSI (very seriously ill) or  
Death of Individuals  
(assigned or attached)**



### **Battalion Commander.**

- Battalion Commander will preside over the Casualty Assistance Team.
  - Battalion Commander will coordinate with local Casualty Area Command for notification of the NOK.
  - Battalion Commander will appoint a notification officer. The notification officer and the unit chaplain will notify the NOK. The Casualty Area Command (CAC) will appoint a Casualty Assistance Officer (CAO) and notify the next of kin (NOK) on the mainland or worldwide.
  - Appoint on orders a Casualty Assistance Officer (CAO), a body escort, a clearing NCO, a summary court officer, and a Line of Duty (LOD) investigation officer.
  - Within 24 hours of the incident /death, the Battalion Commander will provide an information paper to the next higher level commander that will subsequently be given to the Division Commander outlining the circumstances surrounding the death. Additionally, the Battalion Commander will provide a letter of sympathy to the NOK; the CAC will review and approve it prior to mailing.
  - Battalion Commander will coordinate Memorial Services with their internal Unit Ministry Team (UMT).
  - Coordinate with the Casualty Working Group (CWG) as is necessary. Usually the CWG will include the Installation Chief of Staff, Casualty Area Commander, Unit Commander of deceased, Chaplain, Public Affairs Officer, Medical Facility Commander, Provost Marshall, Staff Judge Advocate, and Commander of Local U.S. Army Criminal Investigation Activity. (The Battalion cannot mandate that this team is formed, but this is the usual procedure).
    - Talk personally with NOK.
    - Prepare Letter of Sympathy or Condolence.
      - Notify Division Surgeon.
- Notify PMO.

## **XO**

- Submit the serious incident report to Division.
  - Provide follow-up SIR.
  - Develop an AAR Plan.
- Follow up on MP/CID investigation.
- Complete Line of Duty Investigation and Summary Court Officer duties.

## S1

- Establish separate 1594 to record information pertaining to death.
    - Synchronize date/time with CGs secretary for AAR and Memorial Service.
  - Proponent for CAT. Insures all required documents and personnel are present to respond to a serious incident.
    - Identify Line of Duty investigating officer.
  - Appoint CAT, Body Escort, LOD Officer, and Summary Court Officer by written orders.
  - Provide guidance, policies and regulations to the Casualty Assistance Officer.
  - Post instructions at Staff Duty Desk for questions pertaining to the death.
    - Initiate Line of Duty Investigation.
  - Develop spouse/family member redeployment arrangements.
    - Prepare posthumous award. (If applicable).
    - Contact G-1 and PERSCOM for promotion.
  - Conduct promotion prior to memorial service. (if applicable).
  - Conduct unit safety and personnel responsibility briefings.
    - Contact SGS to get AAR on CGs calendar.
  - Request General Officer flags for Memorial Service. (If appropriate).
- Establish "Info Hotline" (in cases where there may be numerous inquiries)- this could be a Family Support Group (FSG) who volunteers their phone line for information purposes. Do not use the Staff Duty phone due to the heavy flow of calls. Establish a separate line.
  - Coordinate through FSG for food assistance and family support to NOK.
    - Talk personally with NOK.
  - Finalize deceased SIDPERS-3 transaction.
    - Coordinate Finance arrangements.

### **S3**

- Form Emergency Operations Center (EOC) if necessary. The EOC gives Hotline number to Division Operations Center, PAO and G1 Casualty Assistance.
  - Arrange for audio/visual taping of Memorial Service with TASC.
- Coordinate location, date and time of Memorial Service with chaplain.
  - Schedule rehearsals.
    - Traffic control and parking requirements coordinated.
- Task soldier detail provided to Unit Ministry Team (UMT) NCOIC.
  - Identify and designate General Officer and VIP parking.
    - Coordinate delivery and return of unit guidons.
- Assist, as necessary, in the preparation of travel orders and arrangements.
  - Make arrangements with Division Band for a Bugler.

Conducts dress rehearsals.

**S4**

Coordinate soldier transportation to and from chapel.

### **Summary Court Officer**

- Contact SJA and Administrative Law for Summary Court Officer brief.
    - Inventory the personal effects of the deceased soldier.
    - Mail all correspondence (sympathy letters) to the NOK.
- Send personal effects of the deceased soldier to the NOK.



### **Line of Duty Officer**

- Contact SJA and Administrative Law for LOD Officer brief.
- The LOD will complete the investigation. Adjutant has a copy of the required guidance to assist the officer in completion of the investigation.
- The Line of Duty Investigating Officer will ascertain dates, places, persons and events as definitely and accurately as possible.
  - LOD will be forwarded to the Battalion Commander.

The investigating officer will prepare his report on DD Form 261.

### **Company Commander**

- Designate speakers for Memorial Service.
- Ensure Statement of Recognition of Deceased DD 565 is completed.
  - Casualty Report submitted to Mortuary Affairs Officer.
  - Prepare biography/service record on deceased soldier.
    - Present award at memorial service.
      - Notify NOK.
    - Identify Casualty Assistance Officer.
      - Contact Chain of Command.
- 201 File to Casualty/Memorial Affairs Office within one hour of notification of death if it is signed out.
  - Appoint a Clearing NCO.
  - Prepare a sympathy letter.
- Dental Records immediately turned in to Casualty/Memorial Affairs.
- Identify soldiers who may be sent to attend services, TDY paid from unit funds.  
Ensure a valid forwarding address is available for the NOK.

## **CSM/1SG**

- Provide preparing mortuary with appropriate uniform and Decorations.
- Arrange for payment of Accompanist if it is to be a ceremony.
  - Conduct pre-inspection of participants.
  - Provide memorial boot/helmet display.
  - Recover memorial boot/helmet display.
- Ensure proper positioning of unit firing party and bugler and General Officer flag bearers, if a General Officer is speaking.
  - Coordinate delivery and return of unit guidons.

Conduct Last Roll Call during memorial.

### **Casualty Notification Officer.**

- The Notification Officer will be an E7 or above. The rank of the notifier should, whenever possible, be equal to or higher than the rank of the casualty. If the Primary Next of Kin (PNOK) is also a soldier, the rank of the notifier will be equal to or higher than the rank of the PNOK's.
  - The uniform will be Class A uniform.
- The notifier will be briefed by the Casualty / Mortuary Office. The notifier will then inform the PNOK of the information contained in items 31 through 44 of the casualty report. However, judgment will be exercised to preclude passing disturbing or embarrassing details.
- The notifier will not discuss organ or tissue donation with the PNOK; that responsibility rests with qualified medical treatment facility personnel.
  - The notifier will get a valid 45 day address for the NOK to ensure proper delivery of correspondence.
  - The notifier will inform the NOK that they will receive a visit by a Casualty Assistance Officer. CAO will present them with information concerning burial entitlements and assist them in making burial arrangements. If notifying the secondary NOK, tell them that the CAO will assist the PNOK in making burial arrangements.

After making notification, locate the nearest telephone and call the CAC to confirm that the notification has been made, to include date / time / place of notification. This must be accomplished immediately after leaving the premises where notification was effected.

### **Casualty Assistance Officer (CAO)**

- A Casualty Assistance Officer, CAO will be briefed by the Casualty / Mortuary Affairs Office, to assist the PNOK. The CAO will communicate with the PNOK, by telephone, within 24 hours after initial notification.
- The CAO will be knowledgeable, competent, dependable, sympathetic, and if possible, able to speak the same language as the PNOK.
- Assist the PNOK with obtaining death gratuity payment, funeral arrangements, setting financial affairs, setting personal affairs, obtaining ID card, contacting appropriate agencies (VA, Social Security, etc...).
  - Act as primary POC and advise the Escort Officer of responsibilities.
- Advise the Commander of any issues concerning personal effects, benefits or other matters that cannot be resolved through division G1 or CAC channels.
- A Senior NCO (SFC or above) or officer who is equal or higher in rank to the deceased or his NOK, if in the military, will provide assistance to the NOK. CAO duties take priority over all other duties.
  - The CAO should be of similar background to the deceased.
- The CAO will be released from conflicting duties and / or requirements and be retainable until CAO duties are accomplished.

Assist the family through the benefits process.

### **Escort Officer (EO)**

- Report to CAO upon assignment as EO. The CAO will provide necessary personal information about the deceased and survivors that may make the job a little easier. The Commander and the Division G1 will provide the EO with the proper regulations and procedures to execute the duties. Read and understand them.

Prepare an Escort Report upon completion of duties to the CAO.

## **Chaplain**

- Assist in NOK notification.
  - Talk personally with NOK.
- Assess unit morale and impact of soldier's death.
  - Conduct critical incident stress debriefing.
  - Provide pastoral care to unit.
- Advise commander on honors and in program preparation.
  - Coach and encourage participants.
  - Coordinate chapel staff support of unit.
  - Program/bulletin prepared.
- Coordinate vocalists/musicians; provide program guidance to musicians. If a memorial service arrange to pay instrumentalist from cup and flower fund.
  - Coordinate with Chapel NCOIC for sound system operator.
    - Provide memorial display box.
    - Prepare remarks, as appropriate.
    - Supervise preparation of chapel.
  - Designate and brief chapel ushers, VIP escorts, parking lot ushers and General Officer/VIP escorts.
- Offer guidance on placement of firing party, bugler, chapel ushers, parking lot ushers, GO/VIP escorts.
  - Review Chapel SOP and advise unit leaders, as appropriate.
  - Rehearse back-up tape of Taps; coordinate on-order back-up plan.
    - Final chapel inspection.
  - Maintain contact with the UMT technical chain for guidance.

## Points of Contact

Division Operations Center 655-8763/8764/8765/8766  
G1, Casualty/Mortuary Affairs Office (duty hours) 655-5261/624-2956  
(Non-duty hours, beeper) 290-8568  
ID Cards 655-4104/6884  
Finance 655-9094/438-1875  
Schofield Barracks Family Law Center 655-8607/8608  
Staff Judge Advocate 655-4884  
Division Chaplain 655-0739/9303  
Division Mental Health 433-8600  
Schofield Barracks Community Commander 655-0341  
Schofield Inn 624-9650  
Red Cross 655-4927  
Army Emergency Relief (AER) 656-1900  
Army Community Services (ACS) 656-1900  
Transportation Office 655-9474/8963  
TRICARE Benefits 1-800-242-6788  
Retirement Services 438-2798/8914  
Service Members Group Life Insurance Office 1-800-419-1473  
Social Security Office 1-800-772-1213  
Veteran's Administration Office 566-1000/1-800-827-1000  
Inspector General 655-0847  
Criminal Investigation Division (CID) 655-0401  
Military Police 655-7114  
Division Surgeon 655-8190  
Division Psychiatrist 655-9445  
Division Band 655-2931